

BROOKINGS CONSERVATION DISTRICT BOARD OF SUPERVISORS
MINUTES OF MEETING
WEDNESDAY, JANUARY 13, 2016 AT 1:00 PM **CONFERENCE ROOM**

MEMBERS PRESENT: Joel Koch, Jerry Oines,; Rick Kerr; John Heylens, Kirk Steege, Advisor; Mark Stime, Advisor

ABSENT: Darrell DeBoer, Chuck Zink

OTHERS PRESENT: Joan Kreitlow, Jon Finnegan, Lynsee Planting, acting DC, NRCS

Chairman, Joel Koch called the meeting to order at 1:00 PM.

Rick Kerr moved to approve the agenda, second by Jerry Oines. Motion carried.

Minutes of the December 9, 2015 meeting were sent to the supervisors prior to the meeting. Jerry Oines moved to approve the minutes, second by Rick Kerr. Motion carried.

TREASURER'S REPORT:

General Fund Balance (12/31/15)	\$ 21,991.42
Money Market II	\$ 15,318.57
Big Sioux Water Festival	\$ 5,618.96
Accounts Receivable (as of 1/31/16)	\$ 9,343.25

Joel Koch moved, second by John Heylens to send Brian Anderson a letter stating payment is due in full on or before February 3, 2016 or the board will take action at the February meeting and his bill will be turned over to small claims for collection. Motion carried.

Accounts Payable

Big Sioux River WS RAM contract payment (\$576/yr. thru 12/31/2019)	\$ 2,304.00
Schuneman's – JD 1590 No-Till Drill Purchase (5 pmts - \$4,772.62/yr. beginning 7/10/15)	\$19,090.48
Pfeifer's – Great Plains Drill – (5 pmts - \$7,208.86/year)	\$32,500.00

Rick Kerr moved to accept the treasurer's report, second by John Heylens. Motion carried.

RECEIPTS & DISBURSEMENTS AND BILLS PRESENTED FOR PAYMENT- (SEE ATTACHED)

John Heylens moved, second by Rick Kerr to approve the receipts and disbursements and the bills presented for payment. Motion carried.

Endowment Fund Contribution – Rick Kerr moved, second by Joel Koch to table this item until the February meeting. Joan will email Angela Ehlers to obtain more information on the endowment fund – Total amount in the fund, where are the conservation dollars used etc. Motion carried.

REPORT ON DISTRICT SERVICES & CORRESPONDENCE

Joan Kreitlow, Office Manager and Jon Finnegan – Conservation Resource Specialist

- **2016 District Services:** Tree Planting – 8.7 acres; Tree Fabric – 23,815 LF; Grass Seeding – approx. 200 acres
Jon reported the tree fabric has been delivered.
- **Tree Order Form** - The 2016 tree order form will be printed on the front page of the January 19th Town & Country Shopper.
- **Equipment** – Insurance has been obtained on the Great Plains Drill and Tree Spade.
- **Tree Spade** - A tree spade has been purchased for \$5,500 from the Huron at SD Federal Property Agency. Discussion was held on how to rent the tree spade and charges. Rick Kerr moved to charge the following rental rates for the tree spade: \$300/day, \$500/weekend, and \$1000/week. Jon and Joan will draft a rental agreement to include a reminder to contact the SD One Call prior to digging, producer will be responsible to obtain all permits, and payment full along with a signed agreement before the equipment is rented out. Motion carried.
- **Lake Campbell Ice Fishing Derby Contribution** – Rick Kerr moved, second by Joel Koch to donate a certificate for 10 bare root trees and a cookbook for the upcoming event. Motion carried.
- **SDACDE Karst Scholarship** - Information has been sent to the schools on the SDACDE sponsored Karst Memorial Scholarship. Three \$500 scholarships are offered. Recipients shall be a current year graduate of a SD high school planning to major in an agricultural related field.

- **Resource Conservation Speech Contest** – 2016 Topic: “Why Manage Water for Conservation?” – Any student attending a SD high school (public, private or home-school), grades 9-12, is eligible to participate. Local contest deadline is March 26, 2016; Area contests deadline is April 9, 2016; State contest is scheduled for April 23, 2016 in Pierre at the State Capitol.
- **Erosion Complaint** – NRCS will meet with the board to review alternatives/plans to address the issue. A meeting will be scheduled sometime in February to discuss these alternatives with the parties involved in the complaint.
- **Brookings HS Pollinator Seeding** – The Brookings County Pheasants Forever Chapter is working with the Ag Education teachers in Brookings and Elkton School Districts to establish pollinator plots in their communities to use for education purposes. Joel Koch moved to donate the man, drill and tractor at no charge to seed the Brookings High School’s 2.25 acres of pollinator plots to be used for education purposes, second by Jerry Oines. Motion carried.

EMPLOYEE/SUPERVISOR REPORT ON MEETINGS ATTENDED: None

NRCS OFFICE REPORT – Lynsee Planting, acting District Conservationist, gave an update on NRCS activities (see attached). The board viewed a video show casing the 2015 Leopold Conservation Award.

CONSERVATION PLANS– No plans presented.

ELECTION OF OFFICERS: John Heylens moved, second by Jerry Oines to keep the same slate of Officers. Motion carried.
Chairman: Joel Koch; Vice Chairman – Rick Kerr; Treasurer – Jerry Oines

REVIEW ANNUAL PLAN OF WORK – Jerry Oines moved, second by Joel Koch to table until the February meeting. Motion carried.

FY 2015 FINANCIAL REVIEW – Rykhus Financial Services met with the office manager on 1/12/16 to review the FY2015 financial records. Robb Rykhus will meet with the board when the year-end reports and checklist are complete.

36TH ANNUAL BROOKINGS AREA CROP CLINIC – January 22, 2016 – 1:00 pm to 4:00 pm at the 1st Lutheran Church Activity Center in Brookings. Rick Kerr moved, second by Jerry Oines to sponsor the meal at \$75 but to not set up a booth. Motion carried.

EXECUTIVE SESSION – Joel Koch moved, second by John Heylens to enter into executive session at 3:19 pm for the purpose of discussing personnel raises. Motion carried. The board came out of executive session at 4:09 pm.

John Heylens and Darrell DeBoer were appointed to update the Personnel/Policy Manual. Office staff were asked to email job descriptions for full-time and part-time employees to John and Darrell prior to the February BCCD board meeting.

UPCOMING MEETINGS/EVENTS:

- ❖ 1/20/16 – Research Farm Customer Focus Group – ARS NCARL
- ❖ 1/22/16 – 36th Annual Brookings Area Crop Clinic – 1-4pm – 1st Lutheran Church Activity Center – Brookings
- ❖ March 9-10, 2016 – SDACDE Learning Conference will be held March 9-10 at the Pierre Ramkota
- ❖ March 16, 2016 – E. SD Soil and Water Research Farm Inc. Annual Meeting – 1:00 pm at the USDA ARS NCARL - Brookings

NEXT SCHEDULED BOARD MEETING: Wednesday, February 3, 2016 at 1:00 PM

Being no further business to come before the meeting, Chairman Koch declared the meeting adjourned at 4:25 pm.

Joan Kreitlow, Recording Secretary

**BROOKINGS COUNTY CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
WEDNESDAY, FEBRUARY 3, 2016 – 1:00 PM
CONFERENCE ROOM – 205 6TH STREET – BROOKINGS, SD 57006**

PROPOSED AGENDA

- Approval of Agenda
- Approval of January Minutes
- Financial Report

UNFINISHED BUSINESS

- Report on District Services and Correspondence
Joan Kreitlow, Office Manager and Jon Finnegan, District Resource Specialist
 - Equipment – Drill contribution update
 - Building
 - District Services
 - Add authorized signer to BCCD checking account
- Employee/Supervisor Report on Meetings/Events Attended
- Erosion Complaint update – Joy Cordier, Civil Engineer, NRCS Field Support Office – review alternatives to address erosion complaint.
- Personnel/Policy Manual Update – John Heylens and Darrell DeBoer
- NRCS Office Report – Lynsee Planting, Acting DC

NEW BUSINESS

- Conservation Plans
- District Committee Appointments
- Review Annual Plan of Work
- SDACDE Learning Conference(sponsored by the SDACD Employees), March 9-10, 2016, Ramkota Hotel & Conference Center – Pierre
- FY 2016 Financial Review – Ryhkus Financial Services, Inc.

UPCOMING MEETINGS/EVENTS:

- March 9-10, 2016 – SDACDE Learning Conference – Pierre Ramkota
- March 16, 2016 – E. SD Soil and Water Research Farm Annual Meeting – 1:00 pm

EXECUTIVE SESSION

OTHER BUSINESS

NEXT MEETING – WEDNESDAY, FEBRUARY 3, 2015, 1:00 PM

This is a tentative agenda. The agenda may be amended up to 24 hours prior to actual meeting. Items added after 24 hours may be discussed by the Board, but not acted upon. Please notify the office manager, if you have items to add to the agenda.